

\* \* \* \* \*

## UNITED STATES MISSION - BOGOTA VACANCY ANNOUNCEMENT

\* \* \* \* \*

No. 088

Job Vacancy

September 8, 2006

Note: All applicants who are not the Family Members of USG employees officially assigned to post and under Chief of Mission authority must attach copies of required work and/or residency permits to be eligible for consideration.

<b>OPEN TO:</b>	All interested candidates
<b>POSITION:</b>	Investigative Aide/Driver (TAT02) FSN-5; FP-9*
<b>OPENING DATE:</b>	Friday, September 8, 2006
<b>CLOSING DATE:</b>	Friday, September 22, 2006
<b>WORK HOURS:</b>	Full time; 48 hours/week
<b>SALARY:</b>	* Not-Ordinarily Resident: FP-9 (Position Grade: FP-9 to be confirmed by Washington) Ordinarily Resident: LCP/FSN-5

The U.S. Embassy in Bogota is seeking an individual for the position of Investigative Aide Driver in Tactical Analysis Unit - Cartagena.

### **BASIC FUNCTION OF POSITION**

The incumbent provides personal security for management officials, analytical staff, and support personnel assigned to or working with Cartagena Tactical Analysis Team in a variety of settings and circumstances. The employee additionally, performs investigative and operational support functions to facilitate accomplishment of office program requirements and overall mission objectives.

## QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a. Education: Completion of high school education is required.
- b. Prior Work Experience: Four years of driver/bodyguard executive protection experience is required.
- c. Language Proficiency: English language level I (rudimentary knowledge) is required. Spanish level IV (fluent) is required.
- d. Knowledge: Good knowledge of the Colombian government security forces organization and operational practices is required. Excellent knowledge of Cartagena and surrounding areas is required.
- d. Skills and Abilities: Must have a valid category 5 driver's license and ability to handle, maintain, and storage small weapons (Please attach copy of the driver license).

\*\*\*\*\*

<b>ABIERTO A:</b>	Todo candidato interesado
<b>CARGO:</b>	INVESTIGADOR/CONDUCTOR (TAT 02)
<b>FECHA DE CIERRE:</b>	Viernes, 22 de septiembre de 2006
<b>HORARIO DE TRABAJO:</b>	Tiempo completo; 48 horas por semana
<b>SALARIO:</b>	FSN-05/FP-09

La Embajada de los Estados Unidos en Bogotá esta buscando un candidato para la posición de Investigador/Conductor para la oficina de TAT (Tactical Analysis Unit) en Cartagena.

## FUNCIONES BÁSICAS DEL CARGO:

Los candidatos suministran la seguridad personal para los funcionarios oficiales, personal de análisis y el personal de apoyo asignados a la Oficina de TAT en Cartagena frente a una variedad de ambientes y circunstancias. Además, se desempeñan como investigadores y apoyan operaciones para facilitar que se realicen los programas de la oficina y en general todos los objetivos de la Misión.

## REQUISITOS

NOTA: Todos los solicitantes deben llenar los requisitos detallados a continuación y respaldarlos con información completa y específica.

- a. Educación: Se requiere bachillerato completo.
- b. Experiencia: Se requiere tres años de experiencia como conductor escolta.
- c. Idiomas: Se requiere nivel I de Inglés (conocimiento básico). Se requiere nivel IV de Español (Fluido).
- d. Conocimientos: Se requiere buen conocimiento de la ciudad de Cartagena y sus alrededores.
- e. Habilidades: Deben poseer licencia de conducir vigente (categoría 5). Adjuntar copia de la licencia. Deben ser expertos en el manejo de armas portátiles y de su mantenimiento.

LAS SOLICITUDES NO SE DEVOLVERAN. LOS CANDIDATOS DEBEN  
CONSERVAR UNA COPIA EN SU ARCHIVO PARA PODER APLICAR A  
FUTURAS VACANTES.

LAS SOLICITUDES SE RECIBIRAN EN LA OFICINA DE RECURSOS HUMANOS  
HASTA EL VIERNES 22 SEPTIEMBRE DE 2006

### **ADDITIONAL SELECTION CRITERIA**

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Current Locally Employed Staff (LES) are not eligible to apply for jobs until they complete six months of service.
- 3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hire into a position with a When Actually Employed (WAE) work schedule.

### **TO APPLY**

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612) <http://bogota.usembassy.gov>, or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Colombian Citizens (FSN) must submit a Foreign National Employment application form and may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://bogota.usembassy.gov> under "Recursos Humanos - Vacantes".
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE: Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions.

"US Citizen EFMs and EFMs may apply for positions as soon as the sponsor has orders assigning him or her to Embassy Bogotá".

## **SUBMIT APPLICATION TO**

American Embassy Bogotá  
Human Resources Office  
Attention: Recruitment Unit  
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. All other applicants must submit applications by hand; faxes will not be considered.

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

## DEFINITIONS

1. Appointment Eligible Family Member (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- U.S. citizen
- Spouse or child who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
- Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
- Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority, and who do not meet the definition of AEFM above.

3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted his/her main residency focus to the host country and has the required work and/or residency permit for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and EFMs of FS, CS, and uniform service members who are eligible for employment under an American USG pay plan, on travel orders, and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

6. Foreign Service National (FSN): A citizen of the host country.

CLOSING DATE FOR THIS POSITION: FRIDAY, SEPTEMBER 22, 2006

The US Mission in Colombia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

TAT – INVESTIGATIVE AIDE.doc